

Exciting Career Opportunity!

BENEFITS OF WORKING FOR AOC

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

WHERE IS AOC LOCATED?

The Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Administrative Office of the Courts JOB #2016-001-M01

COURT DATA ACCESS PROGRAM COORDINATOR

>[Click Here for Further Information](#)<

SALARY: \$58,956 TO \$77,340 per year DOQ

LOCATION: Olympia, Washington

OPENS: January 13, 2016

CLOSES: January 28, 2016

POSITION PROFILE

Develop, coordinate and implement statewide policy and practice regarding court record access systems implemented by the AOC. These systems allow non-court users electronic view-only access to court data, documents and records.

Reporting to the Office of Contract, Procurement and Data Dissemination Manager in the Management Services Division, this position interacts and works with AOC staff, the courts, elected officials, government agencies, attorneys, and the public to develop and maintain statewide policies and processes with regard to the implementation, use, and maintenance of the different court record access systems. This position is also responsible for the overall administration (analysis, requirements gathering, and user management) of the systems.

Knowledge, Skills and Ability

- Skill to manage time and resources to accomplish goals and objectives.
- Ability to accurately assess resources needed to carry out planned actions.
- Strong business and systems analysis skills including a thorough understanding of how to interpret customers' court records access needs and translate them into system requirements.
- Interpersonal skills and abilities to establish and maintain professional working relationships with coworkers, management, and other constituents.

The Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

AGENCY-WIDE VALUES & COMPETENCIES

Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

- Ability to engage in concise and effective interactions with other individuals as well as internal and external organizations and companies.
- Ability to accomplish work objectives in cooperation with AOC, court, and the public need.
- Ability to collaborate with developers and subject matter experts to establish the technical vision and analyze the tradeoffs between usability and performance needs.
- Excellent verbal and written skills and the ability to interact professionally with a diverse group of people (court officials, executives, project teams, public, and vendors).
- Resolves problems quickly and efficiently with minimal negative impact and provides viable options when needed.
- Plan and manage time effectively. Identify and effectively handle competing project and operational priorities.
- Skill in research methods and practices.
- Ability to identify, analyze and resolve problems in a consultative manner bringing problems together with recommendations for solutions.

DUTIES AND RESPONSIBILITIES

Directs the development, implementation and ongoing review of statewide policy and practice regarding court record access systems implemented by the AOC.

Establishes requirements, goals and priorities with AOC staff, courts, other government entities, and public users of the systems.

Provides expertise in process and systems analysis of Odyssey Portal, JIS Link and other court records access systems.

Analyzes system wide impacts of requests for court record access and works directly with the AOC Data Dissemination Administrator to establish or resolve access issues.

Works directly with agency staff with regard to the court records access systems' development, issues, and maintenance.

The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

SPECIAL NOTE:

All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.

Application materials will be screened for the purposes of determining who will be selected for an interview.

Facilitates decision making between the various stakeholders.

Directs the development of educational materials, instruction manuals, and training regarding access to and use of the court records access systems.

Works with stakeholders to identify, analyze and promote opportunities to improve access to court records.

Performs other duties as required.

QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree involving major study in business administration, court administration, policy analysis or closely related field;

AND

Five years of work experience developing and administering organizational programs.

Relevant experience may be substituted for educational requirements.

APPLICATION PROCEDURE

To be Considered for this Position, Please Submit:

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- One **writing sample** of no more than five pages;
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at www.courts.wa.gov/employ).

Failure to submit the required materials listed above may eliminate your application from consideration.

Submission by email is preferred: Employment@courts.wa.gov; or you can fax to (360) 586-4409; or send by mail to Administrative Office of the Courts, PO Box 41170, Olympia, WA 98504-1170